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Rec'd by [Signature]
13-23

Chief, Stock Management and Requirements Section,
Supply Division/OL

1 July 1958

ATTN :
Acting Chief, Records Management Staff

Procurement of Add-A-Shelf Equipment for Storage of Unclassified Materials.

1. The Diebold Corporation is marketing a modular-type open shelf filing unit referred to as Add-A-Shelf equipment. (See attached brochure.) This equipment is unique. It can be assembled by office workers, disassembled and reassembled readily in the event of an office move, and assembled in a variety of modular arrangements.

2. Although these units were designed primarily for open shelf filing of material in folders, with a slight modification to increase their height, they would be equally advantageous for storing books, binders, pamphlets, office supplies etc. We have discussed this modification with the Diebold Corporation and have been told that it would not increase the cost of these units substantially. In fact, their cost (in sections of four units each) would be from 55% to 65% less than that for comparable four unit sections of standard bookcases as shown in the following:

	<u>Steel Bookcase Units</u>	<u>Wooden Bookcase Units</u>	<u>Add-A-Shelf Units</u>
Base	\$11.15	\$13.67	\$8.50
Four Units	88.20	105.08	37.20
Top	<u>6.20</u>	<u>12.97</u>	<u>1.50</u>
Total	\$105.55	\$131.72	\$47.20

3. I feel that the ready availability of these inexpensive modular units would discourage the practice of storing unclassified materials in safe cabinets and encourage better "housekeeping" practices in headquarters offices. I also believe that in many instances they could be used in lieu of the more expensive bookcases, when utility rather than appearance is the primary objective. Accordingly, I recommend that Add-A-Shelf units be stocked as supply items on a 1:1 ratio with bookcase units.

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A member of this staff will be made available to work with you on promoting the use of these units should you concur in stocking them.

[Redacted]

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Distribution:

- Original and 1 - Addressee
✓ 1 - RMS (Rec. Mgt. 3-3)
1 - [Redacted] (Hold-Info)
1 - SAS
1 - [Redacted]

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Mgt/S/RMS [Redacted] 21/58 :skm (1 July 58)

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